

APPENDIX–2013 SUMMARY OF HANDBOOK CHANGES

2013 VFC Provider Handbook Summary of Changes (March 2013 changes highlighted in yellow in body of Handbook) (October 2013 changes highlighted in green.)		Date of Change	Page
Section 1–Introduction			
<ul style="list-style-type: none"> Added definitions of integrated and aggregate provider in imMTrax 		March 2013	7–8
Section 2–Provider Enrollment			
<ul style="list-style-type: none"> Added education requirement for re-enrolling and newly enrolling providers Added requirement - providers must notify Immunization Program if info changes Added storage unit approval requirement for newly enrolling providers Added that VFC providers must serve children 0–18 years of age Added that enrollment visits must be in person 		March 2013	10–11
		March 2013	10
		March 2013	11
		October 2013	9
		October 2013	10
Section 3–Billing			
<ul style="list-style-type: none"> Revised to include new vaccine administration fee cap and guidance from the CDC Added that VFC administration fee is per vaccine, not per antigen 		March 2013	13
		October 2013	13
Section 4–Eligibility			
<ul style="list-style-type: none"> Updated to require documenting eligibility screening at every visit Added websites that give locations of FQHCs and RHCs Updated to distinguish documentation requirements from methods used to determine provider profiles Updated table footnotes to include new billing guidance 		March 2013	15
		March 2013	16
		March 2013	16–17
		March 2013	18–20
Section 5–ACIP			
<ul style="list-style-type: none"> Reworded to clarify that VFC providers agree to comply with ACIP schedules, dosages, and contraindications 		March 2013	21
Section 6–NCVIA			
<ul style="list-style-type: none"> Updated to include electronic management of VISs 		March 2013	23
Section 7–VFC Compliance Site Visits			
<ul style="list-style-type: none"> Removed reference to AFIX activities throughout Added Unannounced Storage and Handling Visit requirement 		March 2013	25–27
		March 2013	26
Section 8–VFC Requirement Checklist			
<ul style="list-style-type: none"> Once (upon enrollment or as needed) – <ul style="list-style-type: none"> Added submission of one week of data logger data for storage unit approval Added enrollment education requirement for Vaccine Manager and Alternate Every Vaccination Visit – Revised eligibility screening to include documenting at every visit Twice Daily – Revised to require the use of State-supplied paper temperature logs Yearly – Added annual education requirement for Vaccine Manager and Alternate As Needed – Added requirement to have storage units approved by submitting one week of data 		March 2013	29
		March 2013	29
		March 2013	29
		March 2013	29
		March 2013	29
		March 2013	29
Section 9–Non-Compliance, Fraud, and Abuse			
<ul style="list-style-type: none"> Updated policy to include CDC definitions and obligation to refer fraud and abuse to third party for investigation 		March 2013	31–32

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Section 10–Immunization Resources			
• Updated with current staff contact information		March 2013	35
Section 11–Vaccine Management Plan Introduction			
• Added reference to Section 17 – Vaccine Loss and Replacement Policy • Added heading to emphasize requirement to review Vaccine Management Plan once per calendar year		March 2013	39
		March 2013	39
Section 12–Vaccine Management and Emergency Plan			
• Added Immunization Program contact information to Emergency Contact table		March 2013	41
• Added space to describe method of rotating stock and that expiration dates must be checked weekly		March 2013	42
Section 13–Vaccine Storage Units			
• Included all requirements under “General Requirements” heading		March 2013	46
• Updated policy prohibiting the use of dormitory-style storage units		March 2013	46
• Clarified policy allowing combined domestic units, but that the CDC recommends stand-alone units		March 2013	46–47
• Clarified policy on manual defrost versus frost-free freezers		March 2013	47–48
• Added section requiring approval of storage units before use		March 2013	50
• Added requirement that expiration dates must be checked weekly and to record process for rotating vaccine in Section 12		March 2013	51
• Updated routine temperature monitoring to comply with CDC recommendations		March 2013	51
• Added that after October 2013 new or replacement vaccine storage units must be stand-alone		October 2013	45
• Added to keep vaccine away from cooling plates in stand-alone refrigerators		October 2013	50
Section 14–Thermometer (Data Logger) Policy			
• Updated entire section to include new thermo-couple Data Loggers, storage unit approval policy, and temperature monitoring requirements		March 2013	53–54
• Added the names of calibration reports to requirements		October 2013	53
• Added out-of-range alarm to requirements		October 2013	53
• Added information required to approve provider-supplied thermometers		October 2013	53–54
Section 15–Ordering and Receiving Vaccine			
• Added section on seasonal influenza vaccine orders		March 2013	58
• Added requirement to call MSCC the same day of receipt, when vaccine shipments are suspected of being compromised		March 2013	59
• Added information on online ordering and receiving vaccine		July 2013	57–63
• Added to check shipping time when receiving vaccines		October 2013	61
• Added diluents to check against packing slip		October 2013	61
• Added to store vaccine appropriately and mark DO NOT USE if shipment is suspect		October 2013	62
Section 16–Managing Inventory			
• Added requirement to check expiration dates weekly and that inventory		March 2013	61

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management process must be recorded in Section 12				
<ul style="list-style-type: none"> Added instructions to immediately segregate expired, wasted, and spoiled vaccine from viable vaccine 			March 2013	62
<ul style="list-style-type: none"> Added requirement that expired/spoiled vaccine must be returned to McKesson within six months of spoilage or expiration 			March 2013	62
<ul style="list-style-type: none"> Added restriction that borrowing influenza vaccine across seasons is not allowed 			March 2013	63
<ul style="list-style-type: none"> Added "borrowing cheat sheet" resource 			March 2013	63
<ul style="list-style-type: none"> Added that private payback vaccine must be managed in imMTrax 			March 2013	63
<ul style="list-style-type: none"> Added that transfers must be pre-approved 			October 2013	65
Section 17–Vaccine Loss and Replacement				
<ul style="list-style-type: none"> New section added that describes vaccine restitution policy 			March 2013	65–66
Section 18–Specialty Providers				
<ul style="list-style-type: none"> Added requirement that pharmacies must vaccinate "walk-in" clients and cannot refuse to vaccinate VFC-eligible children based on a parent's inability to pay the administration fee 			March 2013	68
<ul style="list-style-type: none"> Added that pharmacies must submit one month of temperature data before receiving vaccine in order to qualify for streamlined oversight 			March 2013	68
<ul style="list-style-type: none"> Added requirement that birthing hospitals and pharmacies must use State-supplied Data Loggers 			March 2013	67 and 69
Section 19–VFC Provider Education Requirements				
<ul style="list-style-type: none"> Added new section but information will not be available until June, 2013 			March 2013	71
Appendix				
<ul style="list-style-type: none"> Added as a place to include the 2013 Summary of Changes 			March 2013	73
<ul style="list-style-type: none"> Added column for change date and October changes 			October 2013	77–79